

VIRGINIA REAL ESTATE BOARD
EDUCATION COMMITTEE MEETING REPORT

March 21, 2007

The Real Estate Board Education Committee met on Wednesday, March 21, 2007 at the Department of Professional and Occupational Regulation, Richmond, Virginia.

Committee Members present: Judith Childress
 Byrl Taylor
 Scott Gaeser
 R. Schaefer Oglesby

Staff Members present: Tammie H. Jones, Education Administrator

The meeting was called to order at 3:07 p.m.

Motion was made and seconded to approve the agenda.

The following actions were taken:

A. 2 new proprietary school applications were approved;

1. Montague Miller Real Estate Academy, Charlottesville, VA
 Contact Person: Barbara McMurry
2. APVA Preservation Virginia, Richmond, Va
 Contact Person: Terry Graham

1 school application was not approved.

1. Retherford Training Institute, Barboursville, KY
 Contact Person: Tom Retherford

B. 121 continuing education course applications were reviewed, of these courses:

3 previously approved courses offered by approved schools were approved.

1. 56331 Unconventional Transactions - A Primer, 2
 hours of real estate contracts, Northern
 Virginia Association of Realtors

2. 56337 Navigating New Regional Sales Contract 2006 - A Primer, 2 hours of real estate contracts, Northern Virginia Association of Realtors
3. 56388 Limited Service Agency, 2 hrs, New River Valley School of Real Estate

108 original applications for courses offered by approved schools were approved.

1. 56228 Commercial Sales, 4 hrs real estate related, Henderson Professional Seminars
2. 56230 Commercial Office Leasing I, 4 hrs real estate related, Henderson Professional Seminars
3. 56232 Commercial Real Estate Finance 2, 4 hrs real estate related, Henderson Professional Seminars
4. 56234 Commercial Land Listing and Leasing I, 4 hrs real estate related, Henderson Professional Seminars
5. 56236 Commercial Structures, 4 hrs real estate related, Henderson Professional Seminars
6. 56238 Contract Writing; Handling Customer Deposits; Agency, 3 hrs real estate contracts, Henderson Prof. Seminars
7. 56240 Commercial Real Estate Finance I, 4 hrs real estate related, Henderson Professional Seminars
8. 56242 Property Owners', Condo, Landlord Tenant Laws and Board Regulations, 3 hrs legal updates, Henderson Professional Seminars
9. 56244 Commercial Real Estate Listing, Leasing and Trends, 3 hrs legal updates, Henderson Professional Seminars
10. 56246 Fair Housing, 3 hrs fair housing, Educational Services, Inc.
11. 56248 Fair Housing (CRP), 3 hrs fair housing, Educational Services, Inc.
12. 56250 Eminent Domain, 3 hrs real estate related, Lorman Business Ctr.
13. 56251 Virginia Renewal Pkg 1 (CRP), 4 hrs fair housing, 4 hrs agency, 4 hrs contracts, 4 hrs real estate related, Career Webschool
14. 56252 Virginia Renewal Pkg 2 (CRP), 2 hrs fair housing, 2 hrs ethics, 2 hrs legal

- updates, 2 hrs contracts, 4 hrs real estate related
15. 56254 Putting Technology to Work for Your Clients, 8 hrs real estate related, Council of Residential Specialists
 16. 56257 Avoid Surprises - Tackling Due Diligence in Real Estate Deals, 1 hr real estate related, Lorman Business
 17. 56258 Appraising for the Secondary Market (CRP), 4 hours real estate related, McKissock
 18. 56259 Disclosures & Disclaimers (CRP), 4 hours real estate related, McKissock
 19. 56260 Environmental Pollution: Mold & Air Quality (CRP), 2 hours real estate related, McKissock
 20. 56261 Appraisal Trends(CRP), 4 hours real estate related, McKissock
 21. 56262 Appraising the Oddball (CRP), 4 hours real estate related, McKissock
 22. 56263 The Cost Approach(CRP), 4 hours real estate related, McKissock
 23. 56264 2-4 Family Finesse(CRP), 4 hours real estate related, McKissock
 24. 56265 The Art of Appraisal Review(CRP), 4 hours real estate related, McKissock
 25. 56266 Relocation Appraisal is Different (CRP), 4 hours real estate related, McKissock
 26. 56267 Appraising Historic Homes(CRP), 4 hours real estate related, McKissock
 27. 56268 Highlights of Real Estate Property Law (CRP), 7 hours real estate related, McKissock
 28. 56269 Appraising FHA Today(CRP), 4 hours real estate related, McKissock
 29. 56270 Real Estate Contract and Other Documents, 2 hours real estate contracts, University Institute of Real Estate
 30. 56272 Virginia Real Estate Agency, 3 hours real estate agency, University Institute of Real Estate
 31. 56274 Residential Contract of Purchase, 3 hours real estate contracts, University Institute of Real Estate
 32. 56276 Real Estate Law and Legal Updates, 3 hours legal updates, University Institute of Real Estate

33. 56278 Environmental Issues in Real Estate, 3 hours real estate related, University Institute of Real Estate
34. 56280 Fair Housing, 3 hours fair housing, University Institute of Real Estate
35. 56282 Virginia's Agency Law, 3 hours real estate agency, GSH Training Co.
36. 56284 Sales Manager Advisory Committee Contract Revisions Semi, 3 hours real estate contracts, Real Estate Information Network, INC.
37. 56286 Limited Service Agency, 2 hours limited service agency, Career WebSchool
38. 56287 Unveiling the World of Finance, 3 hours real estate related subjects, Prince William Association of Realtors
39. 56289 Real Estate Legal Hot Topics, 2 hours real estate related subjects, Coldwell Banker Residential Brokerage School of Real Estate
40. 56291 R&W Backwards and Forwards Know Your Contracts, 3 hours real estate contract, Alpha College of Real Estate
41. 56293 Creating and Understanding a Comparative Market Analysis, 4 hours real estate related subjects, Real Estate III School of Real Estate
42. 56295 Managing Residential Property: Avoiding Tenant Disputes and Evictions, 7 hours legal updates, NBI, Inc.
43. 56300 VA Agency Law, 3 hrs agency, Williamsburg Real Estate School
44. 56302 Home Staging, 2 hrs real estate related, Williamsburg Real Estate School
45. 56304 8 Important Trends Shaping the Real Estate Business, 3 hours real estate related, Williamsburg Real Estate School
46. 56306 The U.S Economy & Emerging Trends in Real Estate, 3 hours real estate related, Williamsburg Real Estate School
47. 56308 Managing Clients in Mlxchange, 2 hours real estate related, Real Estate Information Network, Inc.
48. 56310 "It's not my Fault..." Your Job Description from Contract to Closing, 3 hours real estate contracts, Class Act Real Estate Education Center

49. 56314 Exotic Loans-The Good, Bad, and Ugly, 3 hours real estate related, Northern Virginia Association of realtors
50. 56315 Limited Service Representation, 2 hours, University Institute of Real Estate
51. 56317 Ethics for Real Estate, 3 hours of ethics and standards of conduct, University of Institute of Real Estate
52. 56333 IRC 1031 Tax Deferred Exchanges, 2 hours of real estate contracts, NVAR
53. 56335 Congratulations - You got the Listing! 2 hours of real estate contracts, NVAR
54. 56339 Agency Demystified, 3 hours of real estate agency, NVAR
55. 56341 Ernest Money Deposits, 1 hrs of real estate agency, NVAR
56. 56343 Appraisal & Financing Contingencies, 1 hr of real estate related subjects, NVAR
57. 56345 Historic Tax Credits - Pitfalls and Possibilities, 2 hours of real estate related subjects, Central Virginia School of Real Estate
58. 56347 Working with Sellers, 3 hours of real estate related subjects, Long & Foster, Inc.
59. 56349 Settlement/The Complete Transaction 1001, 2 hours of real estate related subjects, Long & Foster, Inc.
60. 56351 Contract Presentation & Negotiations 901, 3 hours of real estate related subjects, Long & Foster, Inc.
61. 56353 Addenda and Notice 602, 3 hours real estate related, Long & Foster, Inc.
62. 56355 Buyer and Listing Forms 603, 3 hours of real estate related subjects, Long & Foster Real Estate, Inc.
63. 56357 CRS 206: Technologies to Advance Your Business, 8 hours of real estate related subjects, Richmond Association of Realtors
64. 56362 Getting Home: A Roadmap to Creating More Opportunities, 2 hours of real estate related subjects, Richmond Association of Realtors
65. 56364 Getting Home: A roadmap to Creating More Opportunities, 4 hours of real estate related subjects, Richmond Association of Realtors

66. 56366 Risk Management - Tech Talk on Polybutylene Pipes, EIFs, 1 hr real estate related subjects, Richmond Assoc. of Realtors
67. 56368 Risk Reduction 201: New Construction Inspections, Why..., 1 hr real estate related subjects, Richmond Assoc. of Realtors
68. 56370 Limited Service Agency, 2 hrs, Richmond Assoc. of Realtors
69. 56372 CIE Review & Listing Input Workshop, 2 hrs real estate related subjects, Richmond Assoc of Realtors
70. 56374 How to Attract More Buyers & Create More Sales, 3 hrs real estate related subjects, Richmond Assoc. of Realtors
71. 56376 Fundamentals of Commercial Real Estate, 6 hrs real estate related subjects, Long & Foster
72. 56377 Business Planning 202, 3 hrs real estate related subjects, Long & Foster
73. 56379 Limited Service Agency, 2 hrs, Moseley Flint
74. 56381 Limited Service Agency (CRP), 2 hrs, Moseley Flint
75. 56383 Real Estate Medley (Revised), (CRP), 2 hrs fair housing, 3 hrs ethics, 1 hr legal updates, 1 hr agency, 1 hr contracts and 8 hrs real estate related subjects, Moseley Flint
76. 56384 Virginia Continuing Education Mandatory Topics, (CRP), 2 hrs fair housing, 3 hrs ethics, 1 hr legal updates, 1 hr agency and 1 hr contracts, Moseley Flint
77. 56385 Foreclosure Opportunities for Buyer-Clients, 8 hrs real estate related subjects, Moseley Flint
78. 56387 Internet Skills for the Real Estate Professional, 4 hrs real estate related subjects, Moseley Flint
79. 56388 Dealing with Limited Service Brokers, 2 hrs Limited Service Agency, New River Valley School of Real Estate
80. 56390 Rental Certification, 5 hrs real estate related subjects, Long & Foster

81. 56392 Search for the Dumbfounded (MLX), 1 hr real estate related subjects, Real Estate Information Network
82. 56394 CMA for the Dumbfounded (MLX), 1 hr real estate related subjects, Real Estate Information Network, RGS Title
83. 56396 The Code of Ethics for Real Estate Professionals, 3 hrs ethics, RGS Title
84. 56398 How to Help Client Avoid Foreclosure, 3 hrs real estate related, RGS Title
85. 56400 The New Limited Service Agency in Virginia, 2 hrs limited service agency, RGS Title
86. 56402 Ethics for Real Estate Professionals, 1 hr ethics, MBH Settlement
87. 56403 Agency Law Demystified, 3 hrs agency, MBH Settlement
88. 56405 2007 New Agency Law in Virginia, 2 hrs real estate agency, MBH Settlement
89. 56406 Advanced 1031 Real Estate Exchanges, 7 hrs legal updates, NBI, Inc.
90. 56407 Avoiding Roadkill - Top 10 Stupid Things that Really Smart Realtors do to Mess Up Their Lives, 3 hrs real estate related, Virginia Association of Realtors (VAR)
91. 56409 Make it Your Firm's Mission: Promote Loss Prevention Awareness, 3 hrs real estate related, VAR
92. 56411 New Agent Services Legislation, 2 hrs limited service agency, VAR
93. 56413 Property Disclosure: The Real Estate Professional's Guide to Reducing Risk, 1 hr real estate related, VAR
94. 56415 Understanding the Limited Service Broker, 2 hrs limited service agency, VAR
95. 56417 Handling New Construction, 2 hrs real estate contracts, VAR
96. 56419 Handling New Construction, 3 hrs real estate contracts, VAR
97. 56421 Understanding the Senior Real Estate Market, 2 hrs real estate related, VAR
98. 56425 R&W Real Estate Law, 3 hrs legal updates, Alpha College
99. 56427 1 Hour List to Sell, 1 hr real estate related, Alpha College
100. 56429 2 Hour Title 101, 2hrs real estate related, Alpha College

- 101. 56431 1 Hour Title 101, 1 hr real estate related, Alpha College
- 102. 56433 Foreclosures & Pre-Foreclosure Sales, 3 hrs contracts, Prince Wm Assoc of Realtors
- 103. 56435 What is Delivery, 1 hr real estate related, MBH Settlement Group
- 104. 56437 Limited Service Agency, 2 hrs, ACT Web Services
- 105. 56438 Limited Service Agency (CRP), 2 hrs, ACT Web Services
- 106. 56439 Title Insurance, 3 hrs real estate related, Coldwell Banker
- 107. 56441 Contract Writing: Revisions to the CVRMLS Purchase Agreement, 2 hrs contracts, Richmond Assoc of Realtors
- 108. 56443 Radon in Real Estate - The Basics, 2 hrs real estate related, Richmond Assoc. of Realtors

7 original applications for courses offered by schools with pending applications were approved.

- 1. 56319 Buyer Interview, 3 hours real estate, related, Montague Miller Real Estate Academy
- 2. 56321 Virginia Agency Law, 3 hours real estate agency, Montague Miller Real Estate Academy
- 3. 56325 Contract: Elements of Writing Effective Contracts, 3 real estate contracts, Montague Miller Real Estate Academy
- 4. 56327 The Real Estate Sales Process, 2 hours real estate related, Montague Miller Real Estate Academy
- 5. 56329 Listing- the Key to Survival, 4 hours of real estate related subjects, Montague Miller Real Estate Academy
- 6. 56360 Time Management for the Real Estate Professional, 2 hours of real estate related subjects, Montague Miller Real Estate Academy
- 7. 56423 What It Means to be in a Historic District, 1 hr legal updates, 1 hr contracts, 1 hr real estate related, APVA Preservation Virginia

1 original application for a course offered by a school with a pending application was approved pending submission of additional information.

1. 56323 Introduction to Business Planning and Goal Setting, 4 hours of real estate related, Montague Miller Real Estate Academy

2 original applications for courses offered by a school with a pending application were approved pending approval of the school.

1. 56296 Consumer Friendly Communication, 3 hrs real estate related, Retherford Training
2. 56298 Obtaining Sellable Listings, 4 hrs real estate related, Retherford Training Institute

C. 100 original applications for Post License Education courses offered by approved schools were reviewed, of these courses:

3 previously approved courses offered by approved schools were approved.

1. 56332 Other real Estate Related (Unconventional Transactions - A Primer), 2 hrs of residential real estate elective topics, NVAR
2. 56338 Other Real Estate Related (Navigating New Regional Sales Contract 2006 - A Primer), 2 hrs of real estate elective topics, NVAR
3. 56389 Limited Service Agency, 2 hrs residential real estate mandatory topics, New River Valley School of Real Estate

12 previously approved courses offered by approved schools were not approved.

1. 56445 Ethics and Standards of Conduct/Current Industry Issues and Trends, 3 hrs residential real estate mandatory topics, ACT Web Services
2. 56446 Real Estate Law, 3 hrs residential real estate mandatory topics, ACT Web Services
3. 56447 Fair Housing, 3 hrs residential real estate mandatory topics, ACT Web Services
4. 56448 Agency Law, 3 hrs residential real estate mandatory topics, ACT Web Services

5. 56449 Offer to Purchase, 3 hrs residential real estate mandatory topics, ACT Web Services
6. 56450 Land Use Issues, 1 hr residential real estate elective topics, ACT Web Services
7. 56451 Property Valuation/Listing Process, 3 hrs residential real estate elective topics, ACT Web Services
8. 56452 Business Planning, 2 hrs residential real estate elective topics, ACT Web Services
9. 56453 Technology, 3 hrs residential real estate elective topics, ACT Web Services
10. 56454 Selling Process, 3 hrs residential real estate elective topics, ACT Web Services
11. 56455 Finance, 3 hrs residential real estate elective topics, ACT Web Services
12. 56456 Finance, 2 hrs commercial real estate elective topics, ACT Web Services

80 original applications for courses offered by approved schools were approved.

1. 56229 Sales (Commercial Sales), 4 hrs commercial real estate elective topics, Henderson Professional Seminars
2. 56231 Leasing (Commercial Office Leasing I), 4 hrs commercial real estate elective topics, Henderson Professional Seminars
3. 56233 Finance (Commercial Real Estate Finance 2), 4 hrs commercial real estate elective topics, Henderson Professional Seminars
4. 56235 Land (Commercial Land Listing and Leasing I), 4 hrs commercial real estate elective topics, Henderson Professional Seminars
5. 56237 Other Real Estate Related (Commercial Structures), 4 hrs commercial real estate elective topics, Henderson Professional Seminars
6. 56239 Contract Writing; Handling Customer Deposits; Agency, 3 hrs commercial real estate mandatory topics, Henderson Prof. Seminars
7. 56241 Finance (Commercial Real Estate Finance I), 4 hrs commercial real estate elective topics, Henderson Professional Seminars
8. 56243 Property Owners' and Condo. Assoc. Law, Landlord Tenant Law and Board Regulations,

9. 56245 3 hrs commercial real estate mandatory topics, Henderson Professional Seminars Listing Property; Leasing Property; Current Industry Issues and Trends (Commercial Real Estate Listing, Leasing and Trends), 3 hrs commercial real estate mandatory topics, Henderson Professional Seminars
10. 56247 Fair Housing, 3 hrs residential real estate mandatory topics, Educational Services, Inc.
11. 56249 Fair Housing (CRP), 3 hrs residential real estate mandatory topics, Educational Services, Inc.
12. 56263 Finance (Getting Home: A Roadmap to Creating More Opportunities), 2 hrs residential real estate elective topics, Richmond Association of Realtors
13. 56271 Other Real Estate Related (Real Estate Contracts and Other Documents), 2 hours residential real estate elective topics, University Institute of Real Estate
14. 56273 Agency Law (Virginia Real Estate Agency), 3 hrs residential real estate mandatory topics, University Institute of Real Estate
15. 56275 Offer to Purchase (Residential Contract of Purchase), 3 hrs residential real estate mandatory topics, University Institute of Real Estate
16. 56277 Real Estate Law, 3 hrs residential real estate mandatory topics, University Institute of Real Estate
17. 56279 Other Real Estate Related (Environmental Issues in Real Estate), 3 hrs residential real estate elective topics, University Institute of Real Estate
18. 56281 Fair Housing, 3 hrs residential real estate mandatory topics, University Institute of Real Estate
19. 56283 Agency Law (Virginia Agency Law), 3 hrs real estate mandatory topics, GSH Training Co.
20. 56285 Real Estate Law (Sales Manager Advisory Committee Contract Revisions SE), 3 hrs real estate mandatory topics, Real Estate Information Network, INC.

21. 56288 Finance (Unveiling the World of Finance), 3 hours of real estate elective topics, PWAR
22. 56290 Other Real Estate Related (Real Estate Legal Hot Topics), 2 hrs real estate elective topics, Coldwell Banker Residential Brokerage School of Real Estate
23. 56292 Offer to Purchase (R&W Backwards & Forwards Know Your Contracts), 3 hours real estate mandatory topics, Alpha College of Real Estate
24. 56294 Other Real Estate Related (Creating and Understanding a Comparative Market Analysis), 4 hrs real estate elective topics, Real Estate III School of Real Estate
25. 56301 Agency Law (VA Agency Law) 3 hours residential real estate mandatory topics, Williamsburg Real Estate School
26. 56303 Other Real Estate Related (Home Staging), 2 hrs residential real estate elective topics, Williamsburg Real Estate School
27. 56305 Other Real Estate Related (8 Important Trends Shaping the Real Estate Business), 3 hrs real estate elective topics, Williamsburg Real Estate School
28. 56307 Other Real Estate Related (The U.S Economy & Emerging Trends in Real Estate), 3 hrs real estate elective topics, Williamsburg Real Estate School
29. 56309 Technology (Managing Clients in Mlxchange), 2 hrs residential real estate elective topics, Real Estate Information Network, Inc.
30. 56313 Selling Process ("It's Not my Fault..." Your Responsibility from Contract to Closing), 3 hrs residential real estate elective topics, Class Act Real Estate Education Center
31. 56316 Other Real Estate Related(Limited Service Representation), 2 hrs residential real estate elective topics, University Institute of Real Estate
32. 56318 Ethics and Standards(Ethics & Industry Issues & Trends), 3 hrs residential real

- estate mandatory topics, University
Institute of Real Estate
33. 56334 Other Real Estate Related (IRC Tax
Deferred Exchanges), 2 hrs of residential
real estate elective topics, NVAR
34. 56336 Property Valuation/Listing Process,
(Congratulations You Got the Listing!), 2
hrs of residential real estate elective
topics, NVAR
35. 56338 Other Real Estate Related (Navigating New
Regional Sales Contract 2006 - A Primer),
2 hrs of residential real estate topics,
NVAR
36. 56340 Agency Law (Agency Demystified), 3 hrs of
residential real estate mandatory topics,
NVAR
37. 56342 Other Real Estate Related (Ernest Money
Deposits), 1 hr of residential real estate
elective topics, NVAR
38. 56344 Other Real Estate Related (Appraisal &
Financing Contingencies), 1 hr of
residential real estate elective topics,
NVAR
39. 56346 Other Real Estate Related (Historic Tax
Credits - Pitfalls and Possibilities), 2
hrs of residential real estate elective
topics, Central Virginia School of Real
Estate
40. 56348 Other Real Estate Related (Working with
Sellers 401), 3 hrs of residential real
estate elective topics, Long & Foster Real
Estate, Inc.
41. 56350 Other Real Estate Related (Settlement/The
Complete Transaction 1001), 2 hrs
residential real estate elective topics,
Long & Foster Real Estate, Inc.
42. 56352 Other Real Estate Related (Contract
Presentation & Negotiations 901), 3 hrs
residential real estate elective topics,
Long & Foster Real Estate, Inc.
43. 56354 Other Real Estate Related (Addenda and
Notice 602), 3 hrs residential
real estate elective topics, Long & Foster
Real Estate, Inc.
44. 56356 Other Real Estate Related (Buyer and
Listing Forms 603) 3 hrs of residential

- real estate elective topics, Long & Foster Real Estate, Inc.
45. 56358 Technology (CRS 206: Technologies to Advance Your Business, 4 hrs residential real estate elective topics, Richmond Association of Realtors
 46. 56359 Selling Process (CRS 206: Technologies to Advance Your Business, 4 hrs residential real estate elective topics, Richmond Association of Realtors
 47. 56365 Finance (Getting Home: A Roadmap to Creating More Opportunities), 4 hrs residential real estate elective topics, Richmond Assoc. of Realtors
 48. 56367 Property Valuation/Listing Process (Risk Management - Tech Talk on Polybutylene Pipes, EIFs), 1 hr residential real estate elective topics, Richmond Assoc. of Realtors
 49. 56369 Property Valuation/Listing Process (Risk Reduction 201: New Construction Inspections, Why...), 1 hr residential real estate elective topics, Richmond Assoc. of Realtors
 50. 56371 Limited Service Agency, 2 hrs residential real estate mandatory topics, Richmond Assoc. of Realtors
 51. 56373 Sales (CIE Review & Listing Input Workshop), 2 hrs commercial real estate elective topics, Richmond Assoc of Realtors
 52. 56375 Finance (How to Attract More Buyers & Create More Sales), 3 hrs residential real estate elective topics, Richmond Assoc. of Realtors
 53. 56378 Other Real Estate Related (Business Planning 202), 3 hrs residential real estate elective topics, Long & Foster
 54. 56380 Limited Service Agency, 2 hrs residential real estate mandatory topics, Moseley Flint,
 55. 56382 Limited Service Agency (CRP), 2 hrs residential real estate mandatory topics, Moseley Flint,
 56. 56386 Other Real Estate Related (Foreclosure Opportunities for Buyer-Clients), 4 hrs

- residential real estate elective topics,
Moseley Flint
57. 56389 Limited Service Agency (Dealing with
Limited Service Brokers), 2 hrs
residential real estate mandatory topics,
New River Valley School of Real Estate
58. 56391 Other Real Estate Related (Rental
Certification), 4 hrs residential real
estate elective topics, Long & Foster
59. 56393 Technology (Search for the Dumbfounded
(MLX), 1 hr residential real estate
elective topics, Real Estate Information
Network
60. 56395 Technology (CMA for the Dumbfounded
(MLX), 1 hr residential real estate
elective topics, Real Estate Information
Network
61. 56397 Ethics and Standards of Conduct/Current
Industry Issues and Trends (The Code of
Ethics for Real Estate Professionals), 3
hrs residential real estate mandatory
topics, RGS Title
62. 56399 Other Real Estate Related (How to Help
Client Avoid Foreclosure), 3 hrs
residential real estate elective topics,
RGS Title
63. 56401 Limited Service Agency (The New Limited
Service Agency in Virginia), 2 hrs
residential real estate mandatory topics,
RGS Title
64. 56404 Agency Law (Agency Law Demystified), 3 hrs
residential real estate mandatory topics,
MBH Settlement
65. 56408 Other Real Estate Related (Avoiding
Roadkill - Top 10 Stupid Things that
Really Smart Realtors do to Mess Up Their
Lives), 3 hrs residential real estate
elective topics, VAR
66. 56410 Other Real Estate Related (Make it Your
Firm's Mission: Promote Loss Prevention
Awareness), 3 hrs residential real estate
elective topics, VAR
67. 56412 Limited Service Agency (New Agent Services
Legislation), 2 hrs residential real
estate mandatory topics, VAR
68. 56414 Other Real Estate Related (Property
Disclosure: The Real Estate Professional's

- Guide to Reducing Risk), 1 hr residential real estate elective topics, VAR
69. 56416 Limited Service Agency (Understanding the Limited Service Broker), 2 hrs residential real estate mandatory topics, VAR
70. 56418 Selling Process (Handling New Construction), 2 hrs residential real estate elective topic, VAR
71. 56420 Selling Process (Handling New Construction), 3 hrs residential real estate elective topic, VAR
72. 56422 Other Real Estate Related (Understanding the Senior Real Estate Market), 2 hrs residential real estate elective topics, VAR
73. 56426 Real Estate Law (R&W Real Estate Law), 3 hrs residential real estate mandatory topics, Alpha College
74. 56430 Other Real Estate Related (2 Hour Title 101), 2 hrs residential real estate elective topics, Alpha College
75. 56432 Other Real Estate Related (1 Hour Title 101), 1 hrs residential real estate elective topics, Alpha College
76. 56434 Finance (Foreclosures & Pre-Foreclosure Sales), 3 hrs residential real estate elective topics, Prince William Assoc of Realtors
77. 56436 Other Real Estate Related (What is Delivery), 1 hr residential real estate elective topics, MBH Settlement Group
78. 56440 Other Real Estate Related (Title Insurance), 3 hrs residential real estate elective topics, Coldwell Banker
79. 56442 Other Real Estate Related (Contract Writing: Revisions to the CVRMLS Purchase Agreement), 2 hrs residential real estate elective topics, Richmond Assoc of Realtors
80. 56444 Other Real Estate Related (Radon in Real Estate - The Basics), 2 hrs residential real estate elective topics, Richmond Assoc. of Realtors

2 original applications for courses offered by approved schools were not approved.

1. 56311 Agency Law ("It's Not my Fault..." Your Responsibility from Contract to Closing), 3 hrs residential real estate mandatory topics, Class Act Real Estate Education Center
2. 56312 Ethics and Standards of Conduct/Current Industry Issues and Trends ("It's Not my Fault..." Your Responsibility from Contract to Closing), 3 hrs residential real estate mandatory topics, Class Act Real Estate Education Center

7 original applications for a course offered by a school with a pending application were approved.

1. 56320 Selling Process (Buyer Interview), 3 hrs residential real estate elective topics, Montague Miller Real Estate Academy
2. 56322 Agency Law (VA Agency Law), 3 hrs residential real estate mandatory topics, Montague Miller Real Estate Academy
3. 56326 Offer to Purchase (Contracts: Elements of Writing Effective Contracts), 3 hrs residential real estate mandatory topics, Montague Miller Real Estate Academy
4. 56328 Other Real Estate related (Real Estate Sales Process), 2 hours of real estate elective topics, Montague Miller Real Estate Academy
5. 56330 Property Valuation/Listing Process (Listing- The Key to Survival), 4 hrs residential real estate elective topics, Montague Miller Real Estate Academy
6. 56361 Other Real Estate Related (Time Management for the Real Estate Professional, 2 hrs residential real estate elective topics, Montague Miller Real Estate Academy
7. 56424 Other Real Estate Related (What It Means to be in a Historic District), 3 hrs residential real estate elective topics, APVA Preservation Virginia

1 original application for a course offered by a school with a pending application was approved pending submission of additional information.

1. 56324 Business Planning (Introduction to Business Planning and Goal Setting), 4 hrs

residential real estate elective topics,
Montague Miller Real Estate Academy

2 original applications for courses offered by a school with a pending application were approved pending approval of the school.

1. 56297 Selling Process (Consumer Friendly Communication), 3 hrs residential real estate elective topics, Retherford Training Institute
2. 56299 Property Valuation/Listing Process (Obtaining Sellable Listings), 3 hrs residential real estate elective topics, Retherford Training Institute

D. 3 pre-licensing courses offered by approved schools were approved.

1. Principles of Real Estate, (60 hour salesperson), Richmond Technical Center
2. Principles of Real Estate, (60 hour salesperson), NVAR
3. Principles of Real Estate, (60 hour salesperson), 360 Training

E. 15 pre-licensing instructor applications were approved.

1. Hannelore F. De Astra
2. John W. Simmelink
3. Shawn Harris
4. Billy Owen
5. Barbra Blackburn
6. Glendora Spearman
7. Ethel Goff
8. Louis Kreh, Jr.
9. Florence Daniels
10. Michael Day
11. Carlton Jackson
12. Nancy Pav
13. George Seymour
14. Joseph Lee (**finance**)
15. Woody R. Fincham (**appraisal**)

F 38 continuing education instructors were approved for a previously approved course.

1. **George Cook**, 54717 - Borrow Smart, Kendall Todd, Inc.

2. **Anna G. Wagoner**, 55325/55326/55327 - The Nuts and Bolts of a Like-Kind Exchange, Investors Title
3. **Paul Ford**, 54836/54837 and 55984/55985 Working With Buyers Bankruptcy and 55984/55985 Credit Challenged Buyers, Alpha College of Real Estate
4. **Jeffrey Maynard**, 55366 Resolving Real Estate Title Defects, NBI
5. **Michael Rigsby**, 55366 Resolving Real Estate Title Defects, NBI
6. **James Windsor**, 55366 Resolving Real Estate Title Defects, NBI
7. **Van Thieu**, 52315/52309 Computer Marketing, Long & Foster Institute of Real Estate
8. **Cassandra Harrison**, 52315/52309 Computer Marketing, Long & Foster Institute of Real Estate
9. **Doug Wolfe**, 52191/52192 Ethics and Standards of Conduct; 52203/52204 Business Planning; 52197/52198 Agency; 52201/52202 Property Valuation/Working with the Seller; 52359/52360 Land Use; 52195/52196 Real Estate Law; 52203/52205/52213 Contracts, Offer to Purchase, Selling Process, Alpha College of Real Estate
10. **Christine C. Rimmer**, 53973 The World of Realities; 53974 Selling Process, NVAR
11. **Darlene Bristow**, 53973 The World of Realities; 53974 Selling Process, NVAR
12. **Mahalia Dryden-Mason**, 52321/52322 Fair Housing is for Everyone, VAR
13. **Jane Ann Lance**, 55713 Accredited Staging Professional, Staged Homes.com
14. **Bette Vos**, 55713 Accredited Staging Professional, Staged Homes.com
15. **Mark Reed**, 55713 Accredited Staging Professional, Staged Homes.com
16. **Arthur Grace**, 56044/56045 A Breakdown of the New Appraisal and Financing Contingencies, 55831/55832 Agency Demystified, 55839/55840 Earnest Money Deposits, 55555/55556 The New Regional Sales Contract 2006, 55557/55558 The New Regional Sales Contract 2006 - A Primer, 52285/53289, Unconventional Transactions, 52544 Unconventional Transactions - A Primer, 55554 The New regional Sales Contract 2006 (In Depth), 52543 Congratulations - You Got the Listing!!, 52283 Contracts with Escalators, 52542 IRC 1031 Tax Deferred Exchanges, 52284 Home Inspections in Northern Virginia, 56166/56167 Understanding Your

- Upcoming Virginia Transaction, 56164/56165 Fair Housing Act, MBH Settlement Group, L.C.
17. **Catherine Gilman**, 56044/56045 A Breakdown of the New Appraisal and Financing Contingencies, 55831/55832 Agency Demystified, 55839/55840 Earnest Money Deposits, 55555/55556 The New Regional Sales Contract 2006, 55557/55558 The New Regional Sales Contract 2006 - A Primer, 52285/53289, Unconventional Transactions, 52544 Unconventional Transactions - A Primer, 55554 The New regional Sales Contract 2006 (In Depth), 52543 Congratulations - You Got the Listing!!, 52283 Contracts with Escalators, 52542 IRC 1031 Tax Deferred Exchanges, 52284 Home Inspections in Northern Virginia, 56166/56167 Understanding Your Upcoming Virginia Transaction, 56164/56165 Fair Housing Act, MBH Settlement Group, L.C.
18. **Jack Altmiller**, 56044/56045 A Breakdown of the New Appraisal and Financing Contingencies, 55831/55832 Agency Demystified, 55839/55840 Earnest Money Deposits, 55555/55556 The New Regional Sales Contract 2006, 55557/55558 The New Regional Sales Contract 2006 - A Primer, 52285/53289, Unconventional Transactions, 52544 Unconventional Transactions - A Primer, 55554 The New regional Sales Contract 2006 (In Depth), 52543 Congratulations - You Got the Listing!!, 52283 Contracts with Escalators, 52542 IRC 1031 Tax Deferred Exchanges, 52284 Home Inspections in Northern Virginia, 56166/56167 Understanding Your Upcoming Virginia Transaction, 56164/56165 Fair Housing Act, MBH Settlement Group, L.C.
19. **Jonathan Lyon**, 56044/56045 A Breakdown of the New Appraisal and Financing Contingencies, 55831/55832 Agency Demystified, 55839/55840 Earnest Money Deposits, 55555/55556 The New Regional Sales Contract 2006, 55557/55558 The New Regional Sales Contract 2006 - A Primer, 52285/53289, Unconventional Transactions, 52544 Unconventional Transactions - A Primer, 55554 The New regional Sales Contract 2006 (In Depth), 52543 Congratulations - You Got the Listing!!, 52283 Contracts with Escalators, 52542 IRC 1031 Tax Deferred Exchanges, 52284 Home Inspections in Northern Virginia, 56166/56167 Understanding Your Upcoming Virginia Transaction, 56164/56165 Fair Housing Act, MBH Settlement Group, L.C.
20. **Lisa Bosse**, 56044/56045 A Breakdown of the New Appraisal and Financing Contingencies, 55831/55832 Agency Demystified, 55839/55840 Earnest Money

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21. **Michele Freemyers**, 56044/56045 A Breakdown of the New Appraisal and Financing Contingencies, 55831/55832 Agency Demystified, 55839/55840 Earnest Money Deposits, 55555/55556 The New Regional Sales Contract 2006, 55557/55558 The New Regional Sales Contract 2006 - A Primer, 52285/53289, Unconventional Transactions, 52544 Unconventional Transactions - A Primer, 55554 The New regional Sales Contract 2006 (In Depth), 52543 Congratulations - You Got the Listing!!, 52283 Contracts with Escalators, 52542 IRC 1031 Tax Deferred Exchanges, 52284 Home Inspections in Northern Virginia, 56166/56167 Understanding Your Upcoming Virginia Transaction, 56164/56165 Fair Housing Act, MBH Settlement Group, L.C.
22. **Michael May**, 56044/56045 A Breakdown of the New Appraisal and Financing Contingencies, 55831/55832 Agency Demystified, 55839/55840 Earnest Money Deposits, 55555/55556 The New Regional Sales Contract 2006, 55557/55558 The New Regional Sales Contract 2006 - A Primer, 52285/53289, Unconventional Transactions, 52544 Unconventional Transactions - A Primer, 55554 The New regional Sales Contract 2006 (In Depth), 52543 Congratulations - You Got the Listing!!, 52283 Contracts with Escalators, 52542 IRC 1031 Tax Deferred Exchanges, 52284 Home Inspections in Northern Virginia, 56166/56167 Understanding Your Upcoming Virginia Transaction, 56164/56165 Fair Housing Act, MBH Settlement Group, L.C.
23. **Ryan H. Stuart**, 56044/56045 A Breakdown of the New Appraisal and Financing Contingencies, 55831/55832 Agency Demystified, 55839/55840 Earnest Money Deposits, 55555/55556 The New Regional Sales Contract 2006, 55557/55558 The New Regional Sales Contract 2006 - A Primer, 52285/53289, Unconventional Transactions, 52544 Unconventional Transactions - A Primer, 55554 The New regional Sales Contract 2006

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24. **Susan Grabill**, 56044/56045 A Breakdown of the New Appraisal and Financing Contingencies, 55831/55832 Agency Demystified, 55839/55840 Earnest Money Deposits, 55555/55556 The New Regional Sales Contract 2006, 55557/55558 The New Regional Sales Contract 2006 - A Primer,52285/53289, Unconventional Transactions, 52544 Unconventional Transactions - A Primer,55554 The New regional Sales Contract 2006 (In Depth), 52543 Congratulations - You Got the Listing!!,52283 Contracts with Escalators, 52542 IRC 1031 Tax Deferred Exchanges,52284 Home Inspections in Northern Virginia,56166/56167 Understanding Your Upcoming Virginia Transaction, 56164/56165 Fair Housing Act, MBH Settlement Group, L.C.
25. **Todd Condrón**, 56044/56045 A Breakdown of the New Appraisal and Financing Contingencies, 55831/55832 Agency Demystified, 55839/55840 Earnest Money Deposits, 55555/55556 The New Regional Sales Contract 2006, 55557/55558 The New Regional Sales Contract 2006 - A Primer,52285/53289, Unconventional Transactions, 52544 Unconventional Transactions - A Primer,55554 The New regional Sales Contract 2006 (In Depth), 52543 Congratulations - You Got the Listing!!,52283 Contracts with Escalators, 52542 IRC 1031 Tax Deferred Exchanges,52284 Home Inspections in Northern Virginia,56166/56167 Understanding Your Upcoming Virginia Transaction, 56164/56165 Fair Housing Act, MBH Settlement Group, L.C.
26. **Nathan Zaleski**, 56044/56045 A Breakdown of the New Appraisal and Financing Contingencies, 55831/55832 Agency Demystified, 55839/55840 Earnest Money Deposits, 55555/55556 The New Regional Sales Contract 2006, 55557/55558 The New Regional Sales Contract 2006 - A Primer,52285/53289, Unconventional Transactions, 52544 Unconventional Transactions - A Primer,55554 The New regional Sales Contract 2006 (In Depth), 52543 Congratulations - You Got the Listing!!,52283 Contracts with Escalators, 52542 IRC 1031 Tax Deferred Exchanges,52284 Home Inspections in Northern Virginia,56166/56167 Understanding Your

- Upcoming Virginia Transaction, 56164/56165 Fair Housing Act, MBH Settlement Group, L.C.
27. **Matthew Medaries**, 56044/56045 A Breakdown of the New Appraisal and Financing Contingencies, 55831/55832 Agency Demystified, 55839/55840 Earnest Money Deposits, 55555/55556 The New Regional Sales Contract 2006, 55557/55558 The New Regional Sales Contract 2006 - A Primer, 52285/53289, Unconventional Transactions, 52544 Unconventional Transactions - A Primer, 55554 The New regional Sales Contract 2006 (In Depth), 52543 Congratulations - You Got the Listing!!, 52283 Contracts with Escalators, 52542 IRC 1031 Tax Deferred Exchanges, 52284 Home Inspections in Northern Virginia, 56166/56167 Understanding Your Upcoming Virginia Transaction, 56164/56165 Fair Housing Act, MBH Settlement Group, L.C.
 28. **Marcus Simon**, 56044/56045 A Breakdown of the New Appraisal and Financing Contingencies, 55831/55832 Agency Demystified, 55839/55840 Earnest Money Deposits, 55555/55556 The New Regional Sales Contract 2006, 55557/55558 The New Regional Sales Contract 2006 - A Primer, 52285/53289, Unconventional Transactions, 52544 Unconventional Transactions - A Primer, 55554 The New regional Sales Contract 2006 (In Depth), 52543 Congratulations - You Got the Listing!!, 52283 Contracts with Escalators, 52542 IRC 1031 Tax Deferred Exchanges, 52284 Home Inspections in Northern Virginia, 56166/56167 Understanding Your Upcoming Virginia Transaction, 56164/56165 Fair Housing Act, MBH Settlement Group, L.C.
 29. **Keith Barrett**, 56044/56045 A Breakdown of the New Appraisal and Financing Contingencies, 55831/55832 Agency Demystified, 55839/55840 Earnest Money Deposits, 55555/55556 The New Regional Sales Contract 2006, 55557/55558 The New Regional Sales Contract 2006 - A Primer, 52285/53289, Unconventional Transactions, 52544 Unconventional Transactions - A Primer, 55554 The New regional Sales Contract 2006 (In Depth), 52543 Congratulations - You Got the Listing!!, 52283 Contracts with Escalators, 52542 IRC 1031 Tax Deferred Exchanges, 52284 Home Inspections in Northern Virginia, 56166/56167 Understanding Your Upcoming Virginia Transaction, 56164/56165 Fair Housing Act, MBH Settlement Group, L.C.
 30. **Jim Pope**, 56044/56045 A Breakdown of the New Appraisal and Financing Contingencies, 55831/55832 Agency Demystified, 55839/55840 Earnest Money

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31. **Jeff Nowak**, 56044/56045 A Breakdown of the New Appraisal and Financing Contingencies, 55831/55832 Agency Demystified, 55839/55840 Earnest Money Deposits, 55555/55556 The New Regional Sales Contract 2006, 55557/55558 The New Regional Sales Contract 2006 - A Primer, 52285/53289, Unconventional Transactions, 52544 Unconventional Transactions - A Primer, 55554 The New regional Sales Contract 2006 (In Depth), 52543 Congratulations - You Got the Listing!!, 52283 Contracts with Escalators, 52542 IRC 1031 Tax Deferred Exchanges, 52284 Home Inspections in Northern Virginia, 56166/56167 Understanding Your Upcoming Virginia Transaction, 56164/56165 Fair Housing Act, MBH Settlement Group, L.C.
32. **Janet E. Boyd**, 56044/56045 A Breakdown of the New Appraisal and Financing Contingencies, 55831/55832 Agency Demystified, 55839/55840 Earnest Money Deposits, 55555/55556 The New Regional Sales Contract 2006, 55557/55558 The New Regional Sales Contract 2006 - A Primer, 52285/53289, Unconventional Transactions, 52544 Unconventional Transactions - A Primer, 55554 The New regional Sales Contract 2006 (In Depth), 52543 Congratulations - You Got the Listing!!, 52283 Contracts with Escalators, 52542 IRC 1031 Tax Deferred Exchanges, 52284 Home Inspections in Northern Virginia, 56166/56167 Understanding Your Upcoming Virginia Transaction, 56164/56165 Fair Housing Act, MBH Settlement Group, L.C.
33. **Grace M. Lee**, 56044/56045 A Breakdown of the New Appraisal and Financing Contingencies, 55831/55832 Agency Demystified, 55839/55840 Earnest Money Deposits, 55555/55556 The New Regional Sales Contract 2006, 55557/55558 The New Regional Sales Contract 2006 - A Primer, 52285/53289, Unconventional Transactions, 52544 Unconventional Transactions - A Primer, 55554 The New regional Sales Contract 2006

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34. **David R. Robertson**, 56044/56045 A Breakdown of the New Appraisal and Financing Contingencies, 55831/55832 Agency Demystified, 55839/55840 Earnest Money Deposits, 55555/55556 The New Regional Sales Contract 2006, 55557/55558 The New Regional Sales Contract 2006 - A Primer,52285/53289, Unconventional Transactions, 52544 Unconventional Transactions - A Primer,55554 The New regional Sales Contract 2006 (In Depth), 52543 Congratulations - You Got the Listing!!,52283 Contracts with Escalators, 52542 IRC 1031 Tax Deferred Exchanges,52284 Home Inspections in Northern Virginia,56166/56167 Understanding Your Upcoming Virginia Transaction,56164/56165 Fair Housing Act, MBH Settlement Group, L.C.
35. **David Field**, 56044/56045 A Breakdown of the New Appraisal and Financing Contingencies, 55831/55832 Agency Demystified, 55839/55840 Earnest Money Deposits, 55555/55556 The New Regional Sales Contract 2006, 55557/55558 The New Regional Sales Contract 2006 - A Primer,52285/53289, Unconventional Transactions, 52544 Unconventional Transactions - A Primer,55554 The New regional Sales Contract 2006 (In Depth), 52543 Congratulations - You Got the Listing!!,52283 Contracts with Escalators, 52542 IRC 1031 Tax Deferred Exchanges,52284 Home Inspections in Northern Virginia,56166/56167 Understanding Your Upcoming Virginia Transaction, 56164/56165 Fair Housing Act, MBH Settlement Group, L.C.
36. **Elizabeth Joyce**, 56044/56045 A Breakdown of the New Appraisal and Financing Contingencies, 55831/55832 Agency Demystified, 55839/55840 Earnest Money Deposits, 55555/55556 The New Regional Sales Contract 2006, 55557/55558 The New Regional Sales Contract 2006 - A Primer,52285/53289, Unconventional Transactions, 52544 Unconventional Transactions - A Primer,55554 The New regional Sales Contract 2006(In Depth), 52543 Congratulations - You Got the Listing!!,52283 Contracts with Escalators, 52542 IRC 1031 Tax Deferred Exchanges,52284 Home Inspections in Northern Virginia,56166/56167 Understanding Your

- Upcoming Virginia Transaction, 56164/56165 Fair Housing Act, MBH Settlement Group, L.C.
37. **Sara Rodriguez**, 56044/56045 A Breakdown of the New Appraisal and Financing Contingencies, 55831/55832 Agency Demystified, 55839/55840 Earnest Money Deposits, 55555/55556 The New Regional Sales Contract 2006, 55557/55558 The New Regional Sales Contract 2006 – A Primer, 52285/53289, Unconventional Transactions, 52544 Unconventional Transactions – A Primer, 55554 The New regional Sales Contract 2006 (In Depth), 52543 Congratulations – You Got the Listing!!, 52283 Contracts with Escalators, 52542 IRC 1031 Tax Deferred Exchanges, 52284 Home Inspections in Northern Virginia, 56166/56167 Understanding Your Upcoming Virginia Transaction, 56164/56165 Fair Housing Act, MBH Settlement Group, L.C.
38. **Robert Cashman**, 51876/52047/51944/51956 Building Your Business; 51942/51968 Marketing; 51945/51960 Buyer Services A; 54537/51955 Seller Services A; 51943/52032 Negotiating/Closing; 53785/52029 Real Estate Contracts/Offer to Purchase; 54460/54461 Safety for Real Estate; 54462/54463 Real Estate Agency; 52443/52444 Ethics & Standards of Conduct; 55910/55911 Fair Housing – Shared Neighborhoods; Equal Opportunities, 52031/53678 Consumer Rights & Rentals; 54464/54465 From Contract to Closing, Coldwell Banker Residential Brokerage School of RE

G Other Business

Correspondence to and from RGS Title re: course 55630 – no action taken.

Correspondence from Ann Palmateer, GSH Training, re: course 52814. A new course number will be issued for the 3-hr class.

Correspondence from Charlene McKinney, SIOR, requesting to discontinue issuing certificates of completion; request denied.

The committee discussed acceptable documentation that provides evidence of financial responsibility for individuals applying for a license as a proprietary school.

There being no further business nor public comment, the meeting adjourned at 4:25 p.m.